

**Bishop Road Primary School
Governing Body**

Co-Chairs: Mr Dara Ely & Ms
Lorraine Woodward
Vice Chair: Ms Kate Head

Address: Bishop Road, Bristol BS7 8LS
Telephone: 0117 9030483
Website: <http://www.bishoproad.bristol.sch.uk/>
Head Teacher: Mrs Gillian Powe
Deputy Head Teacher: Mr Joe Emissah



FULL GOVERNING BODY MEETING – TERM 4

Held in the Silverthorne Building meeting room on Thursday 21 March at 6.15pm

DRAFT MINUTES

PRESENT:

Dara Ely (Co-chair) (DE)	Thomas Barr (TB)
Lorraine Woodward (Co-chair) (LW)	Cedric Sanguinol (CS)
Gillian Powe (Head Teacher) (GP)	Sarah Gillingham (SG)
Joe Emissah (Deputy Head Teacher) (JE)	Leif Overment (LO)
John St Leger (JSL)	Liang-Fong Wong (LFW)
Kathie Auton (KA)	Brooke Storer-Church (BSC)

The meeting was noted to be quorate

ITEM	MINUTE	ACTION
1	Welcome & Apologies for Absence	
	Apologies from Kate Head. DE chairing meeting (chair to alternate).	
2	Attendance & Business/Pecuniary Interests Register	
	The register was circulated and signed by all present.	
3	Approval of Minutes of Last Full Governing Body Meeting 22 November 2018	
	Minutes were approved and signed by DE	
4	Matters Arising	
	<p>Emails. Notification to be sent to personal emails every time an email is sent to BRPS email accounts.</p> <p>IDSR. To be sent out with these minutes.</p> <p>Governing Body Development Plan. Work in progress – LFW to complete and circulate.</p> <p>Health & Safety Policy. JE confirmed this was adopted via email, with governors' suggested amendments incorporated. The rationale for having 2 policy documents was discussed, with some governors concerned about the potential for inconsistencies. One policy document names individuals with H&S responsibilities, so frequently changes and has been split out from the other more constant policy document. JSL/JE to consider consolidating policy into a single document, with the information that is regularly updated included as an Appendix.</p>	<p>KJ</p> <p>LFW</p> <p>JSL/JE</p>



M	MINUTE	ACTION
5	Re-election of Governors	
	<p>Co-opted governor John St Leger confirmed he wished to stand for re-election. DE proposed and LW seconded his nomination. He was re-elected by unanimous vote for an additional term to 12/02/2023.</p> <p>It was noted that Jim Smith has resigned as an Associate Governor. Governors expressed their gratitude for his support over the years.</p> <p>It was noted that TB has been re-elected as a staff governor, unopposed, for an additional term to 20/11/2022.</p>	
6	Safeguarding Training Follow-Up: School Systems	
	<p>JE went through the standard Safeguarding actions that the school undertakes, showing governors anonymised paperwork:</p> <ul style="list-style-type: none"> • Termly pupil welfare meeting for each class, discussing each child and assessing level of need (if any) against framework. Results then brought together to examine trends and consider any targeted or general actions. • Termly Pupil Welfare Questionnaires conducted by teachers on random sample of children. Results then analysed. • Cause for Concern tracking sheet used as referral mechanism if there is an issue • Database of records kept, with a more detailed paper file for each child. <p>Governors questioned the process and the different categories, and interrogated the way information was recorded and the criteria for dual recording. They were happy with the school's processes and their rigour.</p>	
8	Pupil Admission Number (PAN) Update/Discussion	
	<p>Bristol City Council (BCC) has responded to the consultation on reducing the school's PAN to state that the PAN cannot be reduced, citing continued high demand for places and number of first preference applications.</p> <p>GP reported there have been 146 first preference applications to BRPS for 2019, so school are expecting a full intake. The vacant places across the school are also filling up. The falling number of applicants has not changed, however there are more first preference applications due to other factors.</p> <p>Governors discussed their response to BCC and the actions to take. They agreed that there had been a sound financial reason for requesting a reduction to the PAN, and school should respond to BCC on that basis. JE to respond and bring further correspondence to FBH&S committee for discussion.</p>	JE
9	Head Teacher's Report	
	<p>GP resumed her report, commenting in particular on the school's finances and the reduction in budget for 19/20 and highlighting her concerns about this. JSL requested further information on historic figures (annual budget/number on roll) – JE to provide. CS reported back on the latest Schools Forum – the actual amount of the funding reduction was not clear at this latest meeting, he will check figures ahead of the next FBH&S committee meeting.</p> <p>SG left the meeting.</p>	JE CS

ITEM	MINUTE	ACTION
10	Feedback from Governors' Learning Walks	
	Oceanography (March 2019) – attended by LW, DE, KA. Report being finalised. Governors were very impressed with what they saw and the opportunities the theme offered to all children. Report to be circulated.	LFW
	Shakespeare – report to be circulated.	KA
12	Chairs of Committees' Reports	
	FBH&S minutes and S&P minutes were approved without discussion.	
	T&L minutes: LFW highlighted that notes from the Shakespeare learning walk had been added to these minutes.	
14	Any Other Business	
	None	
15	Date and Time of Next FGB Meeting	
	Thursday 9 May at 6.15pm	

Minutes agreed by the Governing Body and signed by the Chair

SIGNED:



DATE: 9 May 2019